



**Office of the Board of Selectmen
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NEWTON BOARD OF SELECTMEN
DATE: WEDNESDAY, JUNE 3, 2020
TIME: 6:00PM
CONFERENCE CALL

PUBLIC MEETING MINUTES

I. Call to Order

Chairman Burrill called the meeting to order at 6:00pm.

As Chairman of the Board of Selectmen for the Town of Newton NH, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe or listen contemporaneously to this meeting which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Utilizing Zoom Conference Call for this electronic meeting. All members of the Board have the ability to communicate during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #929-205-6099. Meeting ID number is 86907536632. Or using the link provided here: <https://us02web.zoom.us/j/86907536632>

We previously gave the notice to the public of the necessary information for accessing the meeting, including how to access the conference call via phone.

If anyone has a problem, please email BOSSecretary@newtonnh.net. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Utilizing Zoom Video Conferencing was Chairman Matthew A. Burrill, Selectmen Kathryn Michaels, Town Administrator Nancy Wrigley, and Secretary Diane Morin. Utilizing Zoom Audio Conferencing was Lawrence B. Foote, Charles R. Melvin Sr. The public session was videotaped. The public meeting minutes were transcribed and typed by Secretary Morin. Selectman Lisa L. Gonyer was excused this evening.

Other conference call attendees were Tina O'Rourke, Chief Alcainho, Trisha McCarthy, Terry Caswell, Pete Gagnon, Chief Jewett, Shanti Wolph and members of the public.

II. Scheduled Business

A. Update – COVID-19 virus

Chairman Burrill explained the reason for the meeting was to bring the Board and public up to date on guidelines to combat the spread of the COVID-19 virus.

Mrs. McCarthy briefed the Board with new updates from the State conference calls that she attended. She provided the Board with the latest statewide statistics which includes First Responders.

Local EOC's were activated in case there was a need for their services due to protests going on within the State.

She provided updates from different State departments.

The State's Attorney General's Office provided day camps with guidelines that can be apply to indoor camps, such as hockey and basketball camps. They must adhere to recommended social distancing guidelines.

Lodgings should require out of state guests to verify that they have self-quarantined for at least 14 days at home. Rental of homes should follow the same guidelines.

Local governing bodies larger than 10 can meet but only elected officials and essential staff can attend. The public should be allowed to attend via phone or other electronic means.

Returning employees from vacation should follow the guidelines proposed by NH Municipal Association.

EMD Foote and Mrs. McCarthy asked Sophia Johnson from the State Department of Health how often to clean and disinfect porta-potties. Her email response is below:

Hello Trisha,

In follow up to our call regarding a cleaning schedule for portable toilets, I wanted to share the following resources with you. Nowhere could I find reference to a timeframe in which it is recommend cleaning take place. The wording in these documents is:

Practice routine cleaning of frequently touched surfaces.

- *More frequent cleaning and disinfection may be required based on level of use.*
- ***High touch surfaces include:***
 - *Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.*

[*CDC's Cleaning and Disinfecting Your Facility*](#)

[*CDC's Guidance for Cleaning and Disinfecting Public Spaces*](#)

[*CDC's Cleaning and Disinfecting Decision Tool*](#)

I will stay on the lookout for additional guidance that may be published. Many people have similar questions. I hope they publish something soon!

Best,

Sophia Johnson

Sophia Johnson, MPH

Health Officer Specialist

NH DHHS/DPHS/Bureau of Public Health Protection

29 Hazen Drive, Concord, NH 03301

603-271-3468

Email: Sophia.Johnson@dhhs.nh.gov

Chairman Burrill asked if the Town has enough disinfectant to supply the porta-potties at the Town Beach and Greenie Park. EMD Foote stated that we do.

B. Opening Town Buildings – Task Force report

Mrs. McCarthy addressed the Board. She stated that the staff at the Town Hall submitted their plans to re-open the Town Hall. The customer windows for the Town Clerk, Selectmen's Office and Library will need a plexiglass shield installed. Mrs. McCarthy got an estimate for the needed shields and that the lead time is about 2 weeks before delivery.

The task force is recommending signage for the floors showing where people should stand so that social distancing can be maintained. They are recommending 6 boxes with 4 decals per box.

The task force is still working on completing their proposal and hopes to have it ready for the Board's June 10th meeting.

The task force is recommending that the Board move forward with ordering the custom windows and floor signage. Chairman Burrill asked if this would be temporary or a permanent solution. Mrs. McCarthy stated that these new windows would be permanent.

Selectman Michaels moved to accept the estimate from Newton Glass and Garage Doors in the amount of \$2,305.00 with ½ as a deposit and the remainder will be due 30 days upon completion. Funds to come from General Government Buildings. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

The floor signages are peel and stick and supposedly will not damage the flooring. They also are non-slip.

Selectman Michaels moved to purchase 4 boxes of floor signage not to exceed \$260.00. Funds to come from General Government Buildings. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye

C. Hand Washing Station

Chairman Burrill stated that the Town has 3 portable no touch hand sanitizing stations. One will be used at the Town Beach, another at Greenie Park, and the 3rd at the Town Hall. Mrs. McCarthy suggested one should go to the Transfer Station. Upon further discussion more stations will be ordered. EMD Foote stated that the cost would be covered by the COVID-19 grant. Chief Jewett stated that the cost for the stations are \$125.00 for the pedestal and \$75 for the dispenser. The units can be walled mounted.

It was decided to place one at the Town Beach, Greenie Park and Transfer Station. Should other departments need one, they should contact Mrs. McCarthy with their request.

D. Employees – normal working hours

Chairman Burrill asked Town Clerk (TC) McCullough if the Deputy Clerk should be allowed to work her normal hours at the Town Hall. TC McCullough stated that it would help to have her back working her normal hours at the Town Hall.

Selectman Michaels moved to allow the Deputy Clerk to return to her normal working hours at the Town Hall beginning Monday, June 8, 2020. Seconded for discussion by Selectman Foote.

TC McCullough asked if it would be ok if only one of them wore a mask. Chairman Burrill stated that he was told that if both wear a mask the chances are much less likely to transmit the COVID-19 virus. Building Inspector Wolph suggested face shields as an alternative for face masks.

The motion passed. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

Selectman Foote stated that he believes if one has a mask on, they should be fine. All employees should practice social distancing.

Selectman Foote moved the following: If an employee is in a confined area with another employee, one must have a mask on. When an employee is in a public space, they must wear a mask. Seconded by Selectman Melvin for discussion.

Selectman Michaels expressed concerns what the public perception would be when they enter the building and see an employee without a mask.

The motion passed. Burrill – aye, Foote – aye, Melvin – aye, Michaels – nay.

Town Administrator Wrigley asked if face shields could be ordered. Chief Alcadinho will give the EOC some face shields for the Town Hall employees to try out.

Chairman Burrill stated that the Custodian's hours need to be increased due to the extra cleaning needed at the Town Hall and Beach.

Chairman Burrill moved to allow Custodian Romanoski, not to exceed 18 hours, to return to work. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

Mrs. McCarthy asked if Custodian Romanoski will get reimbursed for mileage. TA Wrigley stated no.

Selectman Foote asked if the Town Administrator and Selectmen's Secretary should be working from their offices in the Town Hall. TC McCullough suggested the Board wait until the task force proposal is in place before allowing more employees back into the building.

Selectman Melvin asked if the Office Manager for the Police Department should be brought back as well. Chief Jewett stated that the Office Manager has been working at home and in the office. Upon further discussion the Board did not make any changes to her status. She can continue to split her time between her home and office.

E. Appointments – Rockingham Planning Commission

Chairman Burrill stated that the Board forgot to act upon appointments to the Rockingham Planning Commission at their last meeting. He went on to state that there are 2 long standing appointees and one new alternate appointee. The Board would like the Planning Board to post on the Town's website for a 2nd alternate appointee. This will give other residents the chance to serve when needed. This will help the alternates learn how the process works and can take over in the future.

Selectman Foote moved to appoint Mr. James Doggett to a 4-year term to the Rockingham Planning Commission. Term to expire on March 31, 2024. Seconded by Selectman Michaels. Burrill – aye, Michaels – aye, Foote – aye, Melvin – nay.

Selectman Foote moved to appoint Mrs. Mary Allen to a 2-year term to the Rockingham Planning Commission. Term to expire on March 31, 2022. Seconded by Selectman Melvin. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

Chairman Burrill moved to appoint Ms. Annie Collyer to a 4-year term to the Rockingham Planning Commission as an Alternate. Term to expire on March 31, 2024. Seconded by Selectman Michaels. Burrill – aye, Michaels – aye, Foote – aye, Melvin – aye.

III. Adjourn

Chairman Burrill moved to adjourn at 7:15pm. Seconded by Selectman Michaels.

Respectfully submitted,

Diane M. Morin
Board of Selectmen Secretary